Section 3 - Running the GL007 Report

The GL007 Report provides the budget and expenditure information for all Services & Supplies accounts.

		COSD DEPARTMENT EXPENDITURES BY ACCOUNT AND ORG - GL007 Current Period: JUL-16								
Currency: USD ORG=39475 (BUDGET AND REVENUE M ACCOUNT	ANAGEMENT), D		Period	(SERVICES & SUPPLIES Year to Date Expenditures (C)	Year to Date	Unencumbered Balance (E)=(A-C-D)				
52062 TELEPHONE		200.00	0.00	0.00	0.00	200.00				
52068 CELLULAR PHONE USE		440.00	0.00	0.00	0.00	440.00				
52176 MAINTENANCE OF EQUIPMENT		190.00	0.00	0.00	0.00	190.00				
52190 DATA PROCESSING EQ MAINT		500.00	0.00	0.00	0.00	500.00				
52282 INITIAL SOFTWARE SET UP		100.00	0.00	0.00	0.00	100.00				
52330 OFFICE EXPENSE		3,340.00	0.00	0.00	0.00	3,340.00				
52332 POSTAGE		80.00	0.00	0.00	0.00	80.00				
52336 BOOKS OFFICE		60.00	0.00	0.00	0.00	60.00				
52550 SPECIAL DEPARTMENTAL EXP		5,274.00	0.00	0.00	0.00	5,274.00				
52560 BOOKS & PUBLICATIONS		69.00	0.00	0.00	0.00	69.00				
52566 MINOR EQUIPMENT		650.00	0.00	0.00	0.00	650.00				
52602 COMPUTER REL TRAINING CS	Т	360.00	0.00	0.00	0.00	360.00				
52608 OUT-OF-CO TRAVEL/TRNS-LD	G	1,500.00	0.00	0.00	0.00	1,500.00				
52610 NON-TRAVEL & IN-CO TRAVE	L	1,245.00	0.00	0.00	0.00	1,245.00				
52612 EMPLOYEE AUTO		600.00	0.00	0.00	0.00	600.00				
52622 TRAINING/REGIS OUT-OF-CO		1,500.00	0.00	0.00	0.00	1,500.00				
REPORT TOTAL		16,108.00	0.00	0.00	0.00	16,108.00				

(A) Appropriation - budgeted amount

- (B) Period Expenditures what has been spent during the month selected (JUL-16 in this example).
 - To find individual charges, see Section 8 Account Inquiry.
- (C) Year to Date Expenditures total spent since the beginning of the fiscal year (July 1st)
- (D) Year to Date Encumbrances money set aside to be spent in the future (purchase requisitions, blanket purchase agreements, etc.)
 - To find individual encumbrances, see Section 7 Running the Outstanding Encumbrance Detail Report.
- (E) Unencumbered Balance appropriations available

- 1) Starting from the Oracle main menu, click:
 - a. GL Reporting COSD
 - b. Reports
 - c. Requests
 - d. Financial

TIP – If this is your first time accessing this report, you can click on "*Personalize*", which will save this report as one of your favorites.

ORACLE [®] E-Business Suite
Oracle Applications Home Page
Main Menu
Personalize
AP Inquiry - COSD AR Inquiry - COSD
FA Inquiry - COSD GL Dept MTB Transfer Entry - COSD
GL Reporting - COSD Uiew Projects and Tasks
Inquiry Imports
Financial Standard

2) Click OK with Individual Reports Selected

Run Financial Reports (COSD)
● Individual Reports
○ Single Report Set
○ Multiple Report Sets
OK <u>C</u> ancel

3) Under Report, type GL007 then tab. Under Period, type the last period that closed (ex: JUL-16). At this point, your screen should look like this:

Requir	ed Parameters	Optional Comp	onents	Other Options		
	Report		Ledger	Peri	od	Date
•			COSD	JUL	16	31-JUL-2016

TIP – Oracle is particular about the formatting of the date. Make sure to type in (no spaces) the first 3 letters of the month (in capital letters), hyphen, and the last 2 numbers of the year (e.g., AUG-16, SEP-16, JAN-17)

4) Keep tabbing until you reach Segment Override. Here you will click on the ellipsis "..."



5) Enter the Org number for your unit under ORG. When you tab through, the name of your unit should pop up on the right. Under OBJECT, enter EE520 for Services & Supplies. Press OK.

Accounting Flexfield		
FUND		
F_GRP		
F_CAT		
	39475	BUDGET AND REVENUE MANAGEMENT
SECTION		
DIVISION		
DEPARTMENT		
HIGH GROUP		
FUNCTION ACTIVITY		
STATE FUNCTION		
PROGRAM		
SUPER PROG		
SUPER DEPT		
PROG DEPT		
PROG GRP		
BUDGET GRP		
ACCOUNT		
SUMMARY		
	EE520	SERVICES & SUPPLIES
PROJECT		
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		1

6) Once you press OK (step 5), Oracle will bring you back to the main screen. In this screen, press "Submit".

<mark>O</mark> Run In	idividual Reports (COSD)	l	Paste				
Requi	red Parameters	Optional Comp	onents	Other Options				
			_					
	Report GL007 DEPT EX		-	nt Override 5EE520	Content Set PAGE DEPT	operim	Row Order	0PC
	GLUOT DEPT ET	(P BTACCIO		9EE920	PAGE DEFT	окод-	ACCT(VD35)	URG
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		Define Ad Hoc	Report			Sub	omit)

7) In order to view your report, go to the header section, click "View", then "Requests".

Soracle Applications - Oracle Financials EBSP									
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	Record								
Doquir	Translations Attachments	ta Otha							
Requir	rnal Componer Summary/Detail	its Othe							
	<u>r</u> equests	gment Overric 39475							

8) On the Find Requests Page, you do not need to type anything -- just click "Find".

Find Requests	
Ο My Completed Requests	
OMy Requests In Progress	
⊙ <u>All My Requests</u>	
○ Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	
	□ Include Reguest Set Stages in Query
Order By	Request ID
	Select the Number of Days to View: 7
Submit a <u>N</u> ew Reque	est <u>Q</u> lear Find

9) You will see your request initially in the "Pending" phase (green cells). Keep clicking "Refresh Data" until the Phase changes to "Completed". Then click on your request and highlight your request from the list or reports on "View Output".

<u>R</u> efresh Data F		Find Re	Find Requests		Sub <u>m</u> it a New Request			
Request II	D	Parent	t					
	Name		Phas	е	Status	Parameters		
17619825	GL007 DEPT EXP B		Pend	ling	Standby	1000, 101, FSG-ADHOC-, C		
lequests								
Pofi	resh Data	Find Requests			Submit a New Re	nuest		
		T ind requests				guest		
Request ID		Parent						
	Name		Phase 🕇	Status	Parameters			
17619825	GL007 DEPT EXP BY AC		Completed	Normal	1000, 101, F	SG-ADHOC-, C, C		
7559084	COSD Procurement Card	4	Completed	Normal	INVOICE, 35	520946, Transactio		
17279277	GL014 EXP REV BY OBJ		Completed	Normal	1000, 101, F	SG-ADHOC-, C, C		
17218329	GL014 EXP REV BY OBJ		Completed	Normal	1000, 101, F	SG-ADHOC-, C, C		
	GL014 EXP REV BY OBJ		Completed	Normal	1000, 101, F	SG-ADHOC-, C, C		
17200231								
				-i				

10) The report will open as a new internet browser window or tab. The report will default to the portrait setting. To change, go up to "*File*", then "*Print Preview*". Here, click on the landscape button. You can also adjust the margins by hovering over the white arrows to enlarge the image.

🖉 Print Preview									
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	(+ +)								++
									Page 1 of 1
÷		DE 3	ARTHENI EXPENDITURE Current	COSD 5 BY ACCOUNT AND OF Period: APR-12	LS - SLOO7			Date: 23-83	2-12 10:05:05 Page: 1
	Currency: USD DRG-39475 (SUDGET AND REVENUE MANAGEMENT)								
		,	Period	Year to Date	Year to Date	Unencymbered			VAR
		Appropriation	Expenditures	Expenditures	Incumbran ces	Balance	\$ 151	8 ACT	Under/(Over)
	AC COUNT ORS	(A)	(8)	(⊂)	(D)	(E) = (A-C-D)	(2)	(G)=(C+D)/(A)	
	52055 CELLULAR PHONE USE	440.00	0.00	0.00	0.00	440.00	n/n	0.00	n/n
	5217 6 NAINTENANCE OF EQUIPMENT	190.00	0.00	0.00	0.00	190.00	n/m	0.00	n/m
	52156 OFFICE EQUIPMENT MAININGE	0.00	22.74	22.74	0.00	(22.74)	n/n	n/n	n/n
	52252 INITIAL SOFTWARE SET UP	600.00	0.00	0.00	0.00	600.00	n/m	0.00	n/m
	52330 OFFICE EXPENSE	3,240.00	0.00	1,146.81	0.00	2,093.19	n/m	35.40	n/n
	52332 POSTAGE	80.00	0.00	0.00	0.00	80.00	n/m	0.00	n/n
	5233 6 BOOKS OFFICE	60.00	0.00	0.00	0.00	60.00	n/m	0.00	n/n
	52550 SPECIAL DEPARMENTAL EXP	1,791.00	0.00	0.00	0.00	1,791.00	n/m	0.00	n/m
	52560 BOOKS & PUBLICATIONS	69.00	0.00	0.00	0.00	69.00	n/m	0.00	n/m
	52566 MINOR EQUIPMENT	650.00	0.00	0.00	0.00	650.00	n/m	0.00	n/m
	52602 COMPUTER REL TRAINING CST	360.00	0.00	0.00	0.00	360.00	n/m	0.00	n/m
	52605 OUT-OF-CO TRAVEL/IRMS-LDG	1,500.00	0.00	0.00	0.00	1,500.00	n/m	0.00	n/m
	52610 NON-TRAVEL & IN-CO TRAVEL	1,245.00	0.00	612.75	0.00	632.22	n/m	49.22	n/m
	52612 EMPLOYEE AUTO	600.00	0.00	67.71	0.00	532.29	n/m	11.29	n/m
	52622 TRAINING/REGIS OUT-OF-CO	1,500.00	0.00	0.00	0.00	1,500.00	n/m	0.00	n/m
	REPORT TOTAL	12,325.00	99.74	1,927.04	0.00	10,397.96	n/m	15.64	n/m

11) You can now print your report. 🙂